



# *ETID*

## *ELECTRONIC TURN IN DOCUMENT*

OVERVIEW

SEPTEMBER 2005

*SIMPLIFYING THE TURN IN PROCESS*

# ETID OVERVIEW

- **DESCRIPTION**

- \* **ELECTRONIC METHOD TO PREPARE A DISPOSAL TURN-IN DOCUMENT (DD 1348-1A)**

- \* **WEB BASED PROGRAM**

- \* **DESIGNED FOR GENERATORS WHO MANUALLY PREPARE DTIDS**

- SMALL-MEDIUM GENERATORS WHO TYPE OR HANDSCRIBE A DTID
    - NON-ACCOUNTABLE PROPERTY

- **A M**  Address  <https://www.drms.dla.mil/etid.html> **THE DRMS VISION**

# ETID OVERVIEW

- **FEATURES**

- \* **AUTOMATED REGISTRATION PROCESS**
- \* **EASY TO USE**
  - **DROP DOWN MENUS**
- \* **PRE-POPULATES MANY OF THE FIELDS FOR NSN ITEMS**
  - **ITEM CHARACTERISTICS/DEMIL CODES**
  - **SAVES TIME LOOKING UP CODES AND INFORMATION**
- \* **INCLUDES CERTIFICATIONS (*i.e.* **DEMIL**)**
- \* **PRINTS DD 1348-1A, CERTIFICATIONS, SHIPPING MANIFEST**
- \* **BARCODE INVENTORY LABELS & BARCODES ON 1348-1A**

Address



<https://www.drms.dla.mil/etid.html>

# ETID OVERVIEW

- **GENERATOR BENEFITS**

- \* ELIMINATES MANUAL PREPARATION OF DTID
- \* REDUCES TIME REQUIRED TO COMPLETE DTID
  - 5-10 MINUTES A DOCUMENT
- \* IMPROVES DATA ACCURACY FOR NSN ITEMS
- \* RECEIVE FEEDBACK FROM DRMO BEFORE TURN-IN
- \* REDUCES PROPERTY REJECTIONS
- \* IMPROVES INTRANSIT ACCOUNTABILITY
- \* PRINTS DOCUMENTS & BAR CODES

Address



<https://www.drms.dla.mil/etid.html>

# OVERVIEW

- **DRMO BENEFITS**

- \* ALLOWS REVIEW OF TURN-IN BEFORE RECEIPT
  - SCREEN INCOMING WORKLOAD
  - REJECT BEFORE PHYSICAL RECEIPT
  - REDIRECT CAPABILITIES
- \* REVIEW ETIDS FOR MULTIPLE DRMO LOCATIONS
- \* ELECTRONICALLY CAPTURES RECEIPT INFORMATION
  - SPEEDS RECEIVING
- \* BARCODES ON DTID
- \* BARCODE LABEL CAPABILITY

Address  <https://www.drms.dla.mil/etid.html>

# PROCESS OVERVIEW

## 1. GENERATOR

- \* LOG ON TO ETID WEB SITE
- \* ENTER DTID NUMBER AND NSN/LSN INFORMATION
  - PROCESS WILL ELECTRONICALLY GATHER NSN DATA
  - ENTER REMAINING TURN-IN DATA
- \* ELECTRONICALLY SUBMITTED TO DRMO

## 2. DRMO

- \* REVIEWS ETID; APPROVE, REJECT, OR REDIRECT
  - DRMO WILL COORDINATE TURN-IN WITH GENERATOR

## 3. GENERATOR

- \* RECEIVES ACCEPTANCE FEEDBACK;
  - EDIT/RESUBMIT IF NECESSARY
- \* PRIOR TO TURN-IN, PRINT DD1348-1A, CERTIFICATIONS, LABELS
- \* TURN-IN

## 4. DRMO

- \* SCAN BARCODE
- \* PROCESS INTO DAISY

The screenshot displays the DRMS ETID web interface. At the top, it says "DRMS ETID" in a blue header. Below this, it indicates "VERSION 4.0.3" and provides a link for "DRMS Notice". There are also links for "Last Version Changes", "Help/Experiencing Problems", and "FAQs". The interface is divided into two main sections: "Current ETID Users" and "New ETID Users". Under "Current ETID Users", there are two buttons: "ETID Generator Login" and "ETID DRMO Login". Below these buttons are links: "Click here to create turn-in documents." and "Click here to approve turn-in documents." Under "New ETID Users", there are two buttons: "Account Request" and "Check Request Status". Below these buttons, there is a note: "\*NOTE: <Account Request> for generators only. DRMO personnel please use AURA to request access." and a link: "Click here to check the status of your completed ETID access request, to finish a request you started but did not submit, or to change information as directed by a data owner. You must have your temporary ID and chosen password to log in."

# OVERVIEW

| Electronic Turn-In Document ( ETID)                     |  |
|---|--|
| <u><a href="#">ETID SYSTEM</a></u>                      | <u><a href="#">ETID Training and Demo System</a></u> |
| GENERAL   | DRMO/GENERATOR TRAINING                              |
| <u><a href="#">ETID Business Rules</a></u> (.pdf) 06/05 | <u><a href="#">ETID Overview 05</a></u> (.ppt)       |
| <u><a href="#">Version 3</a></u> (.pdf) 1/03            | <u><a href="#">ETID Access 03</a></u> (.ppt)         |
| <u><a href="#">FAQs</a></u> (.pdf) 9/19/02              | <u><a href="#">ETID Generator 03</a></u> (.ppt)      |
|   | <u><a href="#">ETID DRMO 03</a></u> (.ppt)           |
|   | <u><a href="#">ETID Printing 03</a></u> (.ppt)       |

<http://www.drms.dla.mil/turn-in/>

**THIS IS THE INFORMATION  
ABOUT ETID AVAILABLE  
ON THE DRMS WEB**

# POINTS OF CONTACT

## ETID access or Usable Property

### CONUS Locations:

(via e-mail) [Roger Kriegbaum](#)  
or phone: (commercial) 269-961-7288; (DSN) 661-7288

### OCONUS Locations:

(via e-mail) [Larry Williams](#)  
or phone: (commercial) 269-961-5090; (DSN) 661-5090  
**OR**  
(via e-mail) [Jim Lamontagne](#)  
or phone: (commercial) 269-961-5337; (DSN) 661-5337

## Hazardous Property

(via e-mail) [Randy Schmitz](#)  
or phone: (commercial) 269-961-5874; (DSN) 661-5874

For Application/Technical Support, please contact:

(via e-mail) [DRMS Helpdesk](#)  
or phone: (commercial) 269-961-4999; (DSN) 661-4999

## **ETID PROGRAM MANAGER:**

**Jay Plucinski;** (COM) 269-5912; (DSN) 661-5912